Prerequisites For Using Table Copy And File Copy

To order table and file data sets, agency staff must have access to the G.1 Table Copy and G.2 File Copy screens. Like other Main Menu functions, access to the Table Copy (Command **G.1** and File Copy (Command **G.2**) is controlled through the Signon ID. One or more agency staff can have access to these functions. Agencies must request this access through the submission of CALSTARS Security Forms. (CALSTARS 95) The forms will need to specify a Node/Userid if different from the default Node/Userid (DTS/CSorg#).

NOTE: The agency CALSTARS Security Officer should have the form and instructions.

To use the data files produced by the Table Copy and File Copy, an agency needs to have access to the Node/Userid where the CALSTARS files are transmitted. The agency also must have a certain level of expertise to make use of the data once it is available. This expertise includes the ability to use data center software or to download the data to an agency facility for further processing. It is also important that the individuals working with the raw file data have knowledge of accounting and the accounting objectives that each of the files is designed to accomplish.

DATA SET NAMING CONVENTIONS

A standard naming convention is used to define the *content* and *origin* of the data set. All data sets created through Command **G.1**, **G.2**, and **G.3** are cataloged in a library until DTS system or agency maintenance is performed, which ever occurs first. Exhibits II-C-2, II-C-3, and II-C-4 display the naming convention for each type of data set, give an example of a data set name for each Output Destination type, and describes what each component of the data set name represents.

Source	Naming Convention									
Record Key ===>	1	2	3	4 5 6			7 8	9	10	
Report Request - Data (**D1**)	**CS**_9990_.**CSTAR**_B04_.**R**_PME0001_.**DQ**.**D**_2001217_.**T**_204408_									
Report Request - 'Now' (**N1**)	**CS**_9990_.**CSTAR**_Q12_.**R**_PME0230_.**NQ**.**D**_2001217_.**T**_134358_									
Report Request - File (**F1**)	**CS**_9990_.**CSTAR**_Q16_.**R**_PME0001_.**FZ**.**D**_2001217_.**T**_134359_									

RECORD KEY:

1 - CS = stands for "**C**AL**S**TARS"

2 - _9990_ = Organization Code of request/user

3 - CSTAR = CALSTARS standard report

4 - _B04_ = 3-digit report ID (e.g., **_B04_**, **_H00_**, **_Q16_**, etc.)

5 - R = Requestable report

6 - _PME0001_ = Level of report detail (FM = **_PM_** or **_CM_**, **_PY_**, **_01-13_**; Period = **_E_** or **_M_**, **_Y_**, **_C_**, **_P_**, **_I_**, -;
and   I-P-O-F = **_0001_** or various 0-9)

7 - D = report Destination Code (**_D_** - Data, **F** - File, **N** - Now)

8 - Q = data compression (**_Q_** - unzipped text file, **Z** – zipped text file) *

9 - D_2001217_ = Date ('**D**') 1-digit Century, Year, Month and Day (**_2001217_** = December 17, 2000)

10 -T_134358_ = Time ('**T**') file created, hhmmss (**_134358_** = 1:43:58 PM)

* Data Sets ordered with a Destination Code of '**D**', '**F**' or '**N**' are created with "unzipped" (uncompressed) and "zipped" (compressed) versions. Compressed report files can be as much as 95% smaller than the uncompressed file and download proportionally faster. However, once downloaded, the compressed file must be expanded in the local environment (at the agency) using PKUNZIP or other software such as WINZIP. This software is widely available, easy to use and requires only a few minutes to execute.

Source	Naming Convention
Record Key ===>	1 2 3 4 5 6 7 89 10 11 1213 14
Report Request – Electronic Storage (E1)	**CS**.**ES**2222.**FM**333344.WWWX5555.**GL**6666.**M**VV.**EZ**

RECORD KEY:

1 – **CS**   = fixed field denoting **C**AL**S**TARS

2 – **ES**   = fixed field denoting **E**lectronic **S**torage

3 – 2222   = Organization Code of request/user

4 – **FM**   = fixed field denoting **F**iscal **M**onth

5 – 3333   = Fiscal Year

6 – 44   = Fiscal Month

7 – WWW   = Report ID (e.g., B04, H00, Q16, etc.)

8 – X   = P Indicator ("X" is the placeholder if P option is blank)

9 – 5555   = Level of detail (IPOF)

10 – **GL**   = fixed field denoting GLAN option (if selected)

11 – 6666   = GLAN Option (if selected)

12 – M   = fixed field denoting **M**onth option

13 – VV   = FM Option

14 – **EZ**   = fixed field denoting **E**lectronic **Z**ipped

Source	Naming Convention						
Record Key ===>	1	2	3	4	5	6	7
Agency Descriptor Tables **D**-Data	**CS*9990*.DATA.DT*9990*.QSAM.D*2001124*.T*102247***						
Stwde Descriptor Tables **D**-Data	**CS*9990*.DATA.DT*0000*.QSAM.D*2001124*.T*110236***						
History files **D**-Data	**CS*9990*.DATA.HY*PM*.QSAM.D*2001218*.T*110829***						
Budget Sequence <u>Sch 10</u> **D-**Data	**CS*9990*.DATA.*CS10CY*.QSAM.D*2001218*.T*110552***						
Budget Sequence <u>Sch 10R</u> **D**-Data	**CS*9990*.DATA.*CS10PY*.QSAM.D*1981218*.T*111029***						
Other files **D-**Data	**CS*9990*.DATA.*AS*.QSAM.D*2001215*.T*094250*** **CS*9990*.DATA.*GP*.QSAM.D*2001215*.T*094833*** **CS*9990*.DATA.*DF*.QSAM.D*2001215*.T*095120*** **CS*9990*.DATA.*OP*.QSAM.D*2001215*.T*094050***						
Record format (all files and tables) **L**-Layout	**CS*9990*.LAYOUT.*OP*.QSAM.D*2001106*.T*112645***						

RECORD KEY:

1 - CS   = stands for "**C**AL**S**TARS"

2 - *9990*   = Organization Code of request/user

3 - DATA   = type of content, Command **G.1** and **G.2** (<u>***DATA***</u> or ***LAYOUT***)

4 - DT9990   = File ID (***DT*** = Descriptor table) <u>and</u> Org Code (org ***0000*** = statewide table)

   HY*PM*   = File ID (***HY*** = History File; <u>and</u> Period (<u>***PM***</u>, ***CM***, ***PY***)<u> </u>

   CS10CY   = File ID (***CS*** = Budget Sequence, ***10*** = Schedule 10) <u>and</u> Fiscal Year (***CY*** = Curr Yr)

   CS10RPY   = File ID (***CS*** = Budget Seq, ***10R*** = Schedule 10R) <u>and</u> Fiscal Year (***PY*** = Pr Yr)

   AS   = File ID (***AS*** = Appropriation Symbol Table)

5 - QSAM   = type of file (text file)*

6 - D*2001124*   = Date ('**D**') 1-digit Century, Year, Month and Day (***2001124*** = November 24, 2000)

7 - T*102247*   = Time ('**T**') file created, hhmmss (***102247*** = 10:22:47 AM)

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*   Table and File Copy Data Sets are not generated as a "zipped" file.